

GOVERNMENT ACCESS TECHNICIAN

DEFINITION:

Under limited supervision, provides a variety of routine and technical tasks to coordinate government broadcasting on Channel 34; performs related work as required.

CLASS CHARACTERISTICS:

This position is a temporary, part-time position that coordinates broadcasting on Channel 34 which mainly consists of broadcasting Planning Commission, City Council, Redevelopment Agency and other government meetings that take place in the evening. Most work is performed independently and the incumbent may supervise volunteers that perform camera and other recording duties in support of Channel 34.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Create new bulletin board messages, remove old messages and update message log.
2. Cablecast city meetings.
3. Set-up and break-down cablecast equipment.
4. Solicit, train, and schedule volunteers to cablecast meetings and update bulletin board.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform related duties as required.

QUALIFICATIONS:

Knowledge of:

1. Cablecast equipment and its proper use.

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Knowledge of (Continued):

2. Technical aspects of small format video production including operation of video cameras, sound equipment, and character generators.
3. Live and studio production in all phases and duties of production.

Skill in:

1. Operating cablecast equipment.
2. Using initiative and sound independent judgment within established guidelines.
3. Supervising volunteers.

Ability to:

1. Work with minimal supervision yet accept direction, supervision, and guidance when appropriate.
2. Communicate effectively, both orally and in writing.
3. Maintain effective working relationships with office staff.

JOB REQUIREMENTS:

Any combination of education and experience that provides the knowledge, skills and abilities required to perform this scope of work is acceptable. A typical way to attain these requirements would be:

1. Two years of college education that includes some course work in television production.
2. One year of experience working in a television environment similar to the City of Morgan Hill's government access program.
3. An additional year of related work experience may substitute for the required college education.

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JOB REQUIREMENTS (Continued):

4. Must be able to work evenings, usually Monday, Tuesday, Wednesday and other times as needed.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Video cameras
2. Sound equipment
3. Character generator
4. Telephone
5. Computer
6. Printer
7. Forms, pens, pencils

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Manual dexterity
6. Lifting up to ___ lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 100% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels